Instructions for Registering and Completing Initial Human Subjects Training Certification

NOTE: If you already have a CITI username and password from work at a previous institution, follow the instructions beginning on page 4 for Affiliating with Another Institution.

If you have any questions about registering for CITI or completing this training, please contact Kelly Unsworth at (585) 275-5244 or by email at kelly_unsworth@urmc.rochester.edu.

1. Go to the Collaborative Institutional Training Initiative (CITI) webpage at www.citiprogram.org and click on “Register”; do not select “Log in via SSO”.

2. Registration Step 1: Enter the University of Rochester in the textbox to identify your affiliated institution and click “Continue to Step 2”.

3. Complete Registration Steps 2-6 as prompted.

   - Note that Step 5 provides users the option of receiving Continuing Education Units (CEUs) for course completion. Should you wish to receive CEUs, you must answer “Yes” and provide the requested information regarding credits. **Users are responsible for the fees associated with these CEUs (the University of Rochester does not cover this fee); as such appropriate billing information will need to be provided when prompted.** Additional information about obtaining CEUs can be found by clicking on the “CE Credits” link on the horizontal toolbar at the top of the screen or by contacting CITI directly at (305) 243-7970.

4. Registration Step 7: Select the checkbox for “Human Subject Protection” (do not select either of the Responsible Conduct of Research courses) and click “Next”.

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5. On the following page, select 1 of the 4 “Initial Certification Program” courses based on the type of research you will conduct (see descriptions below) and click “Next”. **If you have previously completed training through CITI for another institution, you need to complete one of the initial training courses; recertification courses will not be accepted** (however, credit for modules previously completed with transfer automatically, provided you’ve affiliated with the University of Rochester through your pre-existing CITI account).

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Greater Than Minimal Risk (Biomedical)</td>
<td>Select this course if you will conduct research that involves drugs, biologics, supplements, devices, or medical procedures that involve greater than minimal risk (e.g., biopsies, x-rays, etc.). Note that if you complete this training you will not be permitted to work on research involving drugs, biologics, supplements or devices until you have completed the ‘Greater than Minimal Risk (Biomedical)’ training.</td>
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<tr>
<td>Greater Than Minimal Risk (Behavioral)</td>
<td>Select this course if you will conduct social/behavioral research that involves greater than minimal risk procedures, prisoners, or collecting identifiable information on sensitive or illegal behaviors (e.g., sexual behaviors, domestic violence, drug abuse, etc.). Note that if you complete this training you will not be permitted to work on research involving drugs, biologics, supplements or devices until you have completed one of the appropriate ‘Greater than Minimal Risk’ training courses listed above.</td>
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<tr>
<td>Minimal Risk</td>
<td>Select this course if you will conduct research using minimal risk procedures only (e.g., collection of small amounts of blood or other biological materials, surveys, record reviews, etc.). Note that if you complete this training you will not be permitted to work on greater than minimal risk training until you have completed one of the appropriate ‘Greater than Minimal Risk’ training courses listed above.</td>
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<tr>
<td>IRB –</td>
<td>Select this course only if you are OHSP staff or are currently a voting member of 1 of the 5 RSRB boards.</td>
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<td>If you are not sure which course to complete, please contact the OHSP office at (585) 275-5244.</td>
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6. To begin the certification course, from the Main Menu, click the name of the course.

7. You will be prompted to complete the “Integrity Assurance Statement” prior to initiating the training. Once this has been completed, click on the name of the first training module to begin the course.

8. Complete all required training modules and each respective quiz as prompted. Note that:

   - You may start the course, leave it and come back to it at any time. To access the course at a later time, log into CITI and, from the Main Menu, click on “University of Rochester Courses” and then the name of the training course. From there, you will be able to select the next module in the course to complete.

   - You may re-review modules and re-take quizzes, if you wish, by selecting “View this module again and re-take the quiz” at the bottom of the computer screen. You may re-review modules and re-take quizzes as many times as you wish until your Completion Report has been issued (keep in mind, you need to score at least 85% to successfully obtain certification for human subjects research).

9. Once you have completed the final module, you will receive a “Course Complete” notification at the bottom of the bottom of the screen. Click “Go to the Main Menu”.

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10. From the Main Menu, it is recommended that print a Completion Report for your records (you may also elect to complete a survey regarding the course, if you wish).

11. The Office for Human Subject Protection (OHSP) will be notified automatically that you completed the course. Therefore, you do not need to provide a copy of your completion report to OHSP. Within 1-2 business days, OHSP will email users who have successfully completed the training course a letter confirming certification. This letter will include a certification expiration date and information about registering for an account with the RSRB Online Submission System (ROSS).

Instructions for Affiliating with Another Institution

NOTE: The instructions provided below are intended only for study team members who have previously completed course through CITI for another institution.

1. From the Main Menu, select “Click here to affiliate with another institution”.

2. Enter the University of Rochester in the textbox to identify your affiliated institution and click “Next”.

3. Follow the remaining registration and course selection information from Step 3 above as prompted. Once your affiliated institution and the training course has been selected, CITI’s software will sum the requirements of both the University of Rochester and your previous institution to evaluate whether any previously completed modules may be eligible for transfer credit. Transfer credits are based on both the type of training required by each institution and each institution’s training expiration procedures.